

## **Verified ADE/CTE Sponsored or Approved Staff/Professional Development for CTE Certification Approval Process**

The Career and Technical Education K-12 Certification process allows for the required continued education to be obtained through staff/professional development activities offered by the local education agency, professional organizations, universities and community colleges, if verified and approved by the Arizona Department of Education Career and Technical Education Division (ADE/CTE). This option is available for applicants seeking to meet the requirements to move from a Provisional CTE K-12 Certificate to a Standard CTE K-12 Certificate under Options A, B, C, and D in all CTE Certification areas.

Educational organizations (LEA's, professional organizations, postsecondary institutions) seeking approval for a staff/professional development activity to meet the allowed certification requirement must follow the established process below:

1. Submit an application for the staff/professional development activity approval. Multiple deadlines established: **May 1, September 30, and January 30, of each year.**
2. The application will be evaluated within 30 days of the established deadline by a Professional Development Evaluation Committee appointed by ADE/CTE to include representatives from state staff, teachers, administrators and postsecondary.
3. The submitting district will be notified in writing that the application was approved or not approved to satisfy the designated continuing education requirement.
4. If the application is approved, the district will receive a replicable signed certificate that:
  - a. identifies the approved professional development activity
  - b. identifies the number of credits allowed for the activity
  - c. identifies the submitting school, district, or organization information
  - d. provides area for the individual participant's name to be entered
  - e. requires signature of school superintendent or authorized signature, verifying the participant completed the approved professional development activity
5. The participant should receive a copy of the certificate upon completion of the activity from the school, district or other authorized organization. The participant should submit the certificate with their application for Standard CTE Certification along with other required documentation such as transcripts, verification of work experience, etc.
6. If the application is not approved, the submitting organization will have 15 days upon receipt of notification to address deficiencies and resubmit for reconsideration. If the submitting organization disputes the decision of the Professional Development Evaluation Committee, an appeal can be presented to the Career and Technical Education Advisory Committee to the Arizona State Board of Career and Technological Education.